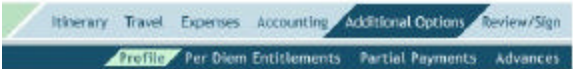


7

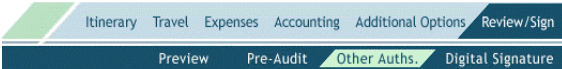
Additional Options



- a. **Profile Tab** – Where changes or additions can be made to your personal information.
- b. **Per Diem Entitlements** – Where adjustments to your entitlements can be made. Lodging payment type can be adjusted here.
- c. **Partial Payments** – Where partial payments can be scheduled if TDY is 45 days or greater
- d. **Advances** – Where a cash advance can be requested, if allowed at your site.
- e. Select the **Continue** button at bottom of page.

8

Other Authorizations

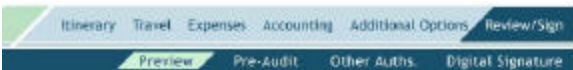


Other Authorizations allows one to select options such as EXCESS BAGGAGE, NON-COMPACT CAR AUTHORIZED and VARIATION AUTHORIZED.

- a. Select **Digital Signature**.
- b. Select **Other Authorizations**.
- c. Put a check in the box to the left of the appropriate entitlement.
- d. Select **Add**. Enter justifications for any authorizations selected.
- e. Select **Continue** at the bottom of the page.

9

Review / Sign



- a. In the **Pre-Audit** screen, enter any justifications in each comment box. Justification is mandatory.
- b. Click the **Save and Proceed to Digital Signature**.
- c. On the **Digital Signature** screen, stamp the document SIGNED. Click the **Submit Completed Document** button.
- d. When digital Signature window opens verify your Key File and click **OK**.

ADJUSTING/AMENDING DOCUMENTS

A user or user/traveler can easily change/edit a document once it has been signed. An adjustment is a change made to an Authorization/Voucher before the APPROVED stamp is applied to the document. An Amendment is a change made to an Authorization /Voucher after the APPROVED stamp is applied to the document. All changes to documents must include a comment indicating the reason for the change.

Creating an Adjustment

Open Document VIEW-ONLY: ☐

- a. Select **Authorization/Orders** from the Official Travel drop-down menu.
- b. Click the **view/edit** link next to the document that you want to adjust.
- c. Deselect the view-only box to make changes to the document.
- d. At Digital Signature window, type your **Password**
- e. View the Preview screen and select the **Edit** links next to the areas that need adjustment.
- f. Select the **Pre-Audit** link on the sub-menu to add justifications for any changes made.
- g. Click the **Save and Proceed to Digital Signature**. Enter adjustment comments and stamp the document SIGNED.

Creating An Amendment

Existing Authorizations/Orders							
Set Up	Document	Set Up	Set Up	Review/Sign	Print	Remove	Amend
Document Name	Document ID	Set Up	Set Up	Review/Sign	Print	Remove	Amend
00000000000000000000	00000000	SELECT	INFORM	+	+	+	+

- a. Select **Authorization/Orders** from the **Official Travel** drop-down menu.
- b. Click the **Amend** link next to desired document.
- c. Type justification for changes in comment box.
- d. On Preview screen click the **Edit** link next to the areas needing amendment. Make changes.
- e. Click the **Digital Signature** link under **Review/Sign**. Enter amendment comments and stamp the document SIGNED.

Traveler Instructions to Create an Authorization/Order in DTS
Army Version with CTO Connectivity



A Step-by-Step Guide

DTS Version 1.5.4.0
(See Chapter 2 in Document Processing Manual)

Contact Army Lodging Central Reservation Center for Lodging Availability

Call Army Lodging Central Reservations Center at 1-800-Go-Army-1 to determine if Government lodging is available or if contract lodging is available through the Lodging Success Program for the per diem location. If lodging is not available, Army Lodging will provide a non-availability number. This non-availability number shall be included in the travel authorization Remarks block.

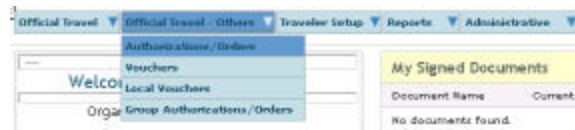
Logging into DTS with a Common Access Card (CAC)

- a. Insert your CAC into reader.
- b. With your Internet Explorer browser go to the website portal <http://www.defensetravel.osd.mil>
- c. Select the **Log In** button.
- d. Read and select **Accept** to the Privacy and Ethics Policy Statement.
- e. When the digital signature window opens, your Key File will appear, enter your Password. (If your “Identity” certificate does not appear, click the drop down menu arrow and select your key file or Identity).
- f. Enter your CAC PIN.
- g. Click the **OK** button.
- h. If you are a first time user, you will be prompted to enter your SSN and verify your profile information.

Creating an Authorization



- If you are creating an authorization/order for yourself, from your Personal Homepage, hover mouse over **Official Travel** on the navigation bar.
- Select **Authorization/Orders** from the drop-down menu selection.

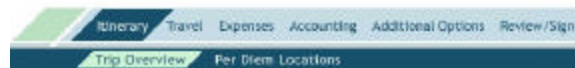


- If you are creating an authorization/order for someone else, from your Personal Homepage, hover mouse over **Official Travel – Others** on the navigation bar.
- Select **Create New Authorization/Order**.



1

Travel Itinerary

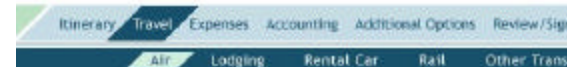


- Enter **Starting Point** by clicking the location from the **Starting Locations in Profile** box or by typing a location in the field.
- In the **Departing on** field enter the date you will be departing or use the calendar tool.
- Select **Trip Type** and **Trip Purpose** by using the drop-down menus.
- Click the **Search Location** button in the **Location Tools** box on the right to enter TDY location.

- In the search location window, enter city/town or installation. Click **Search Location** button.
- If destination is not found, click the **TDY/TAD Location Lookup Tool** link. Select state from drop-down menu. Then select a location for that state in next drop-down menu. If location does not exist, select **Unlisted**.
- In the **Arriving On** and **Departing On** date fields, enter the dates you will be arriving and departing from your TDY/TAD location.
- Select **Yes** or **No** to Traveling to another TDY Location. If Yes, enter in Location and dates on next screen.
- Enter the **Ending Point** or select from Return Locations in Profile box or by typing a location into the field.
- Select **Air** and then click the **Save and Proceed** button.
- If no reservations, proceed to **Preview**.

2

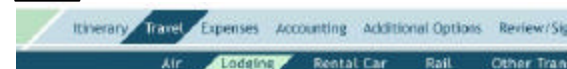
Travel Reservations



- Type name of airport city or airport code for departure and arrival locations.
- Ensure that **Arrival/Departure** time is correct in the drop-down menu below and click the **Search Availability** button.
- From the results screen, click the **Select and Continue** button for the appropriate flight. If flights are not available, click the **Request Assistance Booking Flight** button for help from the CTO.
- Click **Select Seat** from live seat map or select window or aisle from the drop-down menu.
- Click the **Save Selected Flight** button.
- Click the **Find Next Flight** button and use same steps above to find a returning flight reservation.
- Select the **Continue** button at bottom of page.

3

Lodging

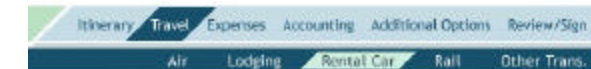


- To perform a search, select the appropriate radio button next to search option: **By hotel name, Near City or Airport**
- Fill in the appropriate fields to search (e.g. hotel name).
- Click the **Search Accommodations** button.
- Select the **Hotel Info & Pricing** button next to the lodging location you desire from the search results screen.
- Select the radio button next to the room type/rate and then select the **Save Accommodations** button.

- If no rooms are available with the selected hotel, select the **Find Different Accommodations** button. If no hotels appear in the search results screen, select the **Request Assistance Booking Lodging** button.
- Select the **Continue** button at bottom of page.

4

Rental Car



- Click to select **Rental Car Availability** button.
- Select the **Select and Continue** button next to rental Car Company desired.
- Select the **Save Selected Car** button.
- Select the **Continue** button at bottom of page.

5

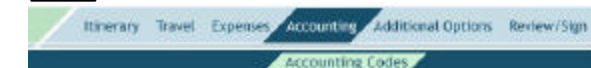
Expenses



- Use the drop-down menu to select a non-mileage expense. If the expense is not listed in the menu type it in the **Or** field.
- Type the amount of the expense and select the date the expense was incurred. Review the payment method.
- Enter up to five expenses on this screen and select **Save Expenses** at bottom of screen.
- For mileage expenses, select **Mileage** from the lower menu of the navigation bar. Enter any mileage expenses for private vehicle travel.
- Select the **Continue** button at bottom of page.

6

Lines of Accounting



- Select the appropriate line(s) of accounting from the Accounting Label drop-down menu.
- If multiple lines of accounting are necessary, select one at a time. The **Allocate** button will appear to distribute the expenses by date, by expense category, percent, or by dollar amount. Select **Allocate Expenses** and the item to be allocated to each accounting label.
- Select **Save Allocations**.
- Select **Additional Options** from the navigation bar.